



CITY OF LAS VEGAS

DEPARTMENT OF HUMAN RESOURCES

FIRE PREVENTION INSPECTOR I

OPEN (Job Code 114501100)

CAREER OPPORTUNITY

OPENING DATE: October 3, 2011 at 7 a.m.
FILING DEADLINE: October 10, 2011 at 4:30 p.m.

* Current Monthly Starting Salary: \$3,798.06

Please attach a copy of your SUPPLEMENTAL ASSESSMENT to your application.

**THIS RECRUITMENT WILL BE LIMITED TO THE FIRST 50 COMPLETED EMPLOYMENT APPLICATIONS
RECEIVED BY THE HUMAN RESOURCES DEPARTMENT.
NO FAX OR ONLINE APPLICATIONS WILL BE ACCEPTED.**

The purpose of this recruitment effort is to establish an eligible list for future job openings.

JOB SUMMARY: This position will inspect buildings and property to enforce local fire prevention codes and related ordinances; advise and instruct the general public in proper fire safety methods and practices; assist with the investigation of fires to determine cause and origin.

JOB DESCRIPTION:

Complete [Job Description](http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx) can be viewed on our website at <http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx>

MINIMUM QUALIFICATIONS: Unless otherwise noted, minimum requirements must be met at the time of application filing. Attach a copy of any required license(s), certificate(s) and/or degree to your application. For a college or university degree earned outside of the United States, attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

- Equivalent to graduation from high school. Course work in fire science, such as Fire Prevention I or Fire Protection Equipment and Systems, is beneficial.
- One year of work experience in one or more of the following fields:
 - Plans checking;
 - Structural inspection;
 - Life safety systems design, installation or inspection;
 - Architecture;
 - Engineering;
- **OR**
- One year work experience which required the frequent interpretation, explanation or enforcement of codes, regulations or formal written standard operating procedures, to include frequent heavy public contact in an enforcement capacity;
- **OR**
- Successful completion of 21 semester credit hours of fire science core courses;
- **OR**
- Two years as a full-time uniformed employee of a public or private fire department;
- **OR**
- Five years as a part-time or volunteer uniformed member of a fire department.

SEE REVERSE FOR MORE INFORMATION

FIRE PREVENTION INSPECTOR I
Job Code 114501100

LICENSE AND CERTIFICATE: *The following requirements are designed to prepare the employee for promotion to the Fire Prevention Inspector II classification. It is the intention of the Las Vegas Fire and Rescue Department that all Fire Prevention Inspector I employees be promoted within eighteen months of their date of hire into the Inspector II class. Employees who are unable to obtain the required training and certifications within the time specified will be terminated from the program.*

- **Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.**
- **Possession of Uniform Fire Code Certification or equivalent within 18 months of the date of hire, and maintenance thereafter.**
- **Must successfully complete the National Fire Protection Association (NFPA) 1031 Fire Inspector I certification training program and obtain Fire Inspector I certification within 18 months of the date of hire, and maintenance thereafter.**

WHERE TO APPLY: A city of Las Vegas application form can be downloaded from our website, www.LasVegasNevada.gov, or obtained at the Human Resources Department between 7 a.m. and 5 p.m., Monday through Thursday on the Second Floor of City Hall, 400 Stewart Avenue. All complete **CURRENT** applications received by the filing deadline will be reviewed. INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.

TYPE OF EXAMINATION: A civil service examination will be conducted in accordance with the Civil Service Rules of the city of Las Vegas. The supplemental assessment is the examination and must be worked on individually by the applicant only. Falsification of information may result in disqualification from a recruitment or removal from a City position. Additional information will not be accepted after the closing date. **The Training and Experience supplemental assessment of all qualified applicants will be reviewed for placement on an eligible list.**

NOTIFICATION OF TEST SCORE FOR T & E: Your test results will be available online at the following web address, www.LasVegasNevada.gov. Because the testing method for this recruitment is the scoring of the Training and Experience supplemental assessment, scores will be available to view online ten (10) working days after the filing deadline and will be available online for five (5) business days. Your score and group will be posted on the bulletin board outside of the Human Resources office for five (5) business days. Scores are posted using the last four digits of your social security number.

SELECTION PROCESS: Final candidate selection will include list placement and may include hiring interview (if applicable). "Any individual offered employment will be required to pass a pre-employment hair drug test, complete background check, **and may be required to demonstrate the ability to perform the physical requirements of the job.**" Some positions may require preliminary background checks.

The eligible list will remain in effect for a period of 6 months from the date of certification and may be extended for a period of up to 2 years. To be considered for Veteran's preference points, a copy of the DD-214 (specifying character of service) must be submitted with the employment application prior to the final filing date. Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through Recruitment Services at (702) 229-6315.



City of Las Vegas
Fire Prevention Inspector I
Supplemental Assessment
(Required)

DIRECTIONS TO APPLICANT:

The City of Las Vegas Department of Human Resources appreciates your interest in this position. To better assist us with our selection process, we are requiring the completion of this supplemental assessment to be submitted with your City application. Civil Service Rules require the completion of the application in its entirety. You may attach a copy of your resume, but it is your application that will be used to determine your qualifications. **Please be thorough.**

This assessment will be used to determine your placement on the eligibility list(s) for consideration for this position. We will be unable to give you further consideration if any part of the application or supplemental assessment form is incomplete. We appreciate your cooperation in assisting us with this process.

PLEASE NOTE: Falsification of any information on this assessment will be grounds for immediate disqualification for consideration and/or termination from employment.

I certify under penalty of perjury that all statements and answers contained on this assessment are true.

Signature

NAME: _____
Please print

Last 4 digits of your SSN: _____

Date: _____

Please complete the following information regarding your education.

Did you pass all required proficiency exams and receive a high school diploma? ☐ YES ☐ NO

If "NO", do you have a GED certification? ☐ YES ☐ NO

Do you have a degree in Fire Science? ☐ YES ☐ NO

Do you have course work in Fire Science? ☐ YES ☐ NO

If yes, please list courses and credits below.

Course: _____ Credit hours: _____

Course: _____ Credit hours: _____

Course: _____ Credit hours: _____

Please complete the following information regarding your experience.

Do you have one year of work experience in one or more of the following fields:

| | | |
|---|------------------------------|-----------------------------|
| Plans checking: | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Structural inspection: | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Life safety systems design, installation or inspection: | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Architecture: | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Engineering: | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Do you have one year work experience which required the frequent interpretation, explanation, or enforcement of codes, regulations, or formal written standard operating procedures to include frequent heavy public contact in an enforcement capacity? ☐ YES ☐ NO

If yes, which employer(s) listed on your application is associated with this ability? Please list below

Have you been employed for two or more years as a full-time uniformed employee of a public or private fire department?

☐ YES ☐ NO

If yes, which employer(s) listed on your application is associated with this experience. Please list below

Have you been employed for five or more years as a part-time or volunteer uniformed member of a fire department?

☐ YES ☐ NO

If yes, which employer(s) listed on your application is associated with this experience. Please list below

Skills, Knowledge, and Abilities

The statements below address some of the essential abilities and knowledge needed for this position. Please indicate which statement BEST describes your ability or knowledge in each area. For each statement, you must also include which employer(s) on your application are associated with the ability or knowledge.

1. Which statement best describes your ability to read and interpret blueprints.

- ☐ no ability
- ☐ have only observed others performing this task
- ☐ have this ability, but need additional training
- ☐ have this ability and have applied it on the job
- ☐ have this ability and have applied it as a Fire Prevention Inspector
- ☐ have this ability and have applied it in a Professional Fire Department as a Fire Prevention Inspector

Which employer(s) listed on your application is associated with this ability? _____

2. Which statement best describes your ability to interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.

- ☐ no ability
- ☐ have only observed others performing this task
- ☐ have this ability, but need additional training
- ☐ have this ability and have applied it on the job
- ☐ have this ability and have applied it as a Fire Prevention Inspector
- ☐ have this ability and have applied it in a Professional Fire Department as a Fire Prevention Inspector

Which employer(s) listed on your application is associated with this ability? _____

3. Which statement best describes your ability to conduct fire and life safety inspections of existing buildings and new construction?

- ☐ no ability
- ☐ have only observed others performing this task
- ☐ have this ability, but need additional training
- ☐ have this ability and have applied it on the job
- ☐ have this ability and have applied it as a Fire Prevention Inspector
- ☐ have this ability and have applied it in a Professional Fire Department as a Fire Prevention Inspector

Which employer(s) listed on your application is associated with this ability? _____

4. Which statement best describes your ability to inspect various properties for compliance with hazardous material codes and regulations.

- ☐ no ability
- ☐ have only observed others performing this task
- ☐ have this ability, but need additional training
- ☐ have this ability and have applied it on the job
- ☐ have this ability and have applied it as a Fire Prevention Inspector
- ☐ have this ability and have applied it in a Professional Fire Department as a Fire Prevention Inspector

Which employer(s) listed on your application is associated with this ability? _____

5. Which statement best describes your ability to prepare and deliver public information and educational presentation to various organizations, schools and the general public

- ☐ no ability
- ☐ have only observed others performing this task
- ☐ have this ability, but need additional training
- ☐ have this ability and have applied it on the job
- ☐ have this ability and have applied it as a Fire Prevention Inspector
- ☐ have this ability and have applied it in a Professional Fire Department as a Fire Prevention Inspector

Which employer(s) listed on your application is associated with this ability? _____

6. Which statement best describes your knowledge of the principles and procedures of record keeping.

- ☐ no knowledge
- ☐ have training, but have NOT applied it on the job
- ☐ have training and have applied it on the job
- ☐ have training and have applied to Fire Prevention inspections

Which employer(s) listed on your application is associated with this ability? _____

7. Which statement best describes your knowledge of mathematical calculations.

- ☐ no knowledge
- ☐ have training, but have NOT applied it on the job
- ☐ have training and have applied it on the job
- ☐ have training and have applied to Fire Prevention inspections

Which employer(s) listed on your application is associated with this ability? _____

8. Which statement best describes your knowledge of the following common office software programs

Microsoft Word:

- ☐ no knowledge
- ☐ have training, but have NOT applied it on the job
- ☐ have training and have applied it on the job
- ☐ have training and have applied to Fire Prevention inspections

9. Which statement best describes your knowledge of the following common office software programs

Microsoft Excel:

- ☐ no knowledge
- ☐ have training, but have NOT applied it on the job
- ☐ have training and have applied it on the job
- ☐ have training and have applied to Fire Prevention inspections

10. Which statement best describes your knowledge of the following common office software programs

Microsoft PowerPoint:

- ☐ no knowledge
- ☐ have training, but have NOT applied it on the job
- ☐ have training and have applied it on the job
- ☐ have training and have applied to Fire Prevention inspections

11. Please specify your experience with any other software programs.
